

FACILITIES USE AGREEMENT FORM

Name of Group/Organization _____

Date(s) Requested _____

Time(s) Requested _____

Frequency of Use: _____ One time use; _____ Weekly; _____ Monthly; _____ Other

Room(s) Requested _____

Advance Preparation Needed: _____

(Please write or draw a brief description on the back of this form.)

Items Needed:

_____ Kitchen serving cart(s)

_____ Podium

_____ Child care room(s)

_____ Screen

_____ Extension cord(s)

_____ Microphone(s)

_____ Easel

_____ Sanctuary Projectors

_____ Piano

_____ TV/DVD

_____ Organ

_____ TV/VCR

Number of expected participants: Adults (21+) _____ Youth (13-20) _____ Children under 13 _____

Reason for Request/Type of Event _____

Will there be an admission charge? If so, how much? _____

Name of Person Assuming Responsibility _____

Telephone Number _____ Email Address _____

Organization's website _____

I have received, read, and agree to the policies outlined in the North Christian Church Facility Use Policy.

Signature _____ Date _____



FOR OFFICE USE ONLY

Date completed form received _____ Initials _____

Payment received in full _____ Initials _____

Date Approved _____ Initials _____